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Johnson, Charles

The Mechanical Processes of the Historian

University of California
IRVINE

HELPS FOR STUDENTS OF HISTORY
No. 50

The Mechanical Processes of the Historian

By
CHARLES JOHNSON, M.A., F.S.A.

HISTORICAL ASSOCIATION

THE MECHANICAL PROCESSES OF THE HISTORIAN

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HELPS FOR STUDENTS OF HISTORY, No. 50

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THE MECHANICAL PROCESSES OF THE HISTORIAN

BY

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LONDON
SOCIETY FOR PROMOTING
CHRISTIAN KNOWLEDGE
NEW YORK AND TORONTO: THE MACMILLAN CO.
1922

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THE MECHANICAL PROCESSES OF THE HISTORIAN

INTRODUCTORY

The mechanical side of historical work is doubtless of less importance than those aspects of it which have been dealt with in other "Helps for Students of History," such as Mr. Crump's "Logic of History" or Dr. Marshall's "Historical Criticism of a Document." We may liken it to the bridle of Pegasus, since without it the historian would be at the mercy of his materials. The unhappy "savant" buried alive in an avalanche of multicoloured "fiches," whom M. Anatole France describes in the preface to "L'Île des Pingouins," is a parable of the consequences of neglecting this humble side of historiography.

It is true that the parable may be applied with even greater profit in another way. The mastery of the historian over his evidence, which it enjoins, depends far more on mental than on mechanical capacity. The most superb "technique" will not make a little painter into a great one, nor turn the faithful gathering, sifting, and classification of evidence into History. Clio, the Muse, must still be invoked. We cannot reduce to a formula that grasp of the essential facts which atones for countless inaccuracies of detail, nor yet the gift of style without which historical writing is sapless and unfruitful. It would be well if someone

could write a "Rhetoric of History" which might at least warn the beginner how not to write. But it would be better if more could be done to keep him from trying to amass a larger quantity of material, or to essay a more difficult problem than his mind is capable of handling to advantage. Much labour is wasted on ambitious "theses," which would be better bestowed on the editing of some historical text, or the description of some small class of original documents.

But however limited the task which the writer sets himself, it will be lightened by a knowledge of the mechanical operations involved. These are, in their order, the search for evidence, its collection and arrangement, and the production of the printed book.

I. THE SEARCH FOR EVIDENCE.

It is unnecessary to discuss in this place the relative authenticity of the main classes of material: that is a part of the logic of history. For our purpose the distinction to be drawn is that between printed sources which are accessible in many places, and manuscripts or monuments which must be examined where they lie.

Here the first rule is to exhaust the printed material first, otherwise much time will be spent in doing over again work which has already been done sufficiently for the purpose. Here, too, will often be found indispensable guides to the nature and the whereabouts of the unpublished material.

On the other hand, printed books should not be

accepted as accurate without criticism or verification. The amount of this varies with the extent of the author's power to exercise it, as well as with the defects of his printed authorities. Thus, in writing a history of the Crusades it may be necessary for him to employ Arabian evidence, without being an Orientalist. In such a case the only course is to take it at second hand from an accredited authority, and say he has done so. But he is presumably able to check the accuracy of his Western sources, and may, on occasion, be forced to examine the original MSS.

(1) Printed Books.

The readiest approach to printed material is through Bibliographies, of which there are so many, old and new, that there are even bibliographies of historical bibliography. It is thus, as a rule, easy to find out whether a bibliography exists of the country, period, or subject in question.

Bibliographies themselves are of two types, select or comprehensive. The Select Bibliography is more useful to the beginner, especially if it gives brief descriptions of the books named, as well as their authors, titles, sizes, and dates of publication. It should be subdivided according to the periods and subjects dealt with, and should have a good index, and cross-references to the main description of each book from the several lists in which it may happen to be mentioned.

The Comprehensive Bibliography is more useful when some progress has been made with the subject, and the student begins to have some idea of the

references which he can safely omit to look up. To this class we must assign the subject-catalogues of great libraries, or of the works published in particular countries. Even more useful are the catalogues of special collections brought together with a definite object, such as the Thomason Tracts, or the three collections in the British Museum relating to the French Revolution.

The great Literary Histories of various countries have a special value, since they contain valuable criticisms of the works described and often give much information about unprinted material.

To supplement the bibliographies and bring them up to date, we must have recourse to periodicals. The easiest to use are those which have good indexes covering periods of ten or twenty years. These fill up the gaps between the point where the printed bibliographies stop and that at which the search begins. The reviews which they contain often help by giving a clue to other books earlier than those actually criticised.

Still more useful, when they exist, are the lists of books appended to modern general histories, and to articles in biographical dictionaries and encyclopædias. In every case it will be found that one clue leads to another: the finished history leading back to its sources, and these in turn suggesting openings for enquiry as much by what they omit as by what they supply.

(2) Manuscripts and Monuments.

The same considerations apply to the search for unpublished material, and many of the books which

served as a guide to what is published also contain indications of unpublished material.

There are general guides to the Archives and Museums of the world, as well as to its Libraries, from which can be gathered their size and general character and the conditions on which students are admitted. From these, or from the catalogues of such libraries as the British Museum, indications can be obtained of the guides or printed catalogues to the several collections. These should always be consulted, if possible, before time and money is spent on a personal visit. In cases of doubt it is wise to write to the custodians for information before going.

There is less information about private collections and more difficulty in obtaining access. In England much help can be got from the reports of the Historical MSS. Commission, although they do not deal systematically with all the collections known to exist, but only with those which have from time to time been brought to the notice of the Commissioners. Such collections, after being reported on, are often dispersed by sale or owing to the death of the owner, and must be traced by means of sale-catalogues or genealogical enquiries. Nor is access always easy, even when the owner is a corporation: for there may be no funds applicable to the payment of someone to supervise the consultation of the documents by students. This should be borne in mind when complaints are made of the excessive fees demanded for access to the MSS. preserved (for example) in Chapter Libraries. It is much to be desired that by co-operation of the Commission and of local Archæological and Record Societies an attempt should be made to obtain a general survey

of the material in private hands, and to induce its owners to lend their MSS. to suitable public libraries for consultation by students under conditions more convenient to them and safer for the MSS. than a private library permits.

A second class of guides is concerned with the materials for the history of particular countries or subjects, and these incidentally provide information as to the existence and whereabouts of material which can be used for the history of other countries and subjects. Some of these will be indicated in an appendix.

The guiding principle in the search for unpublished material is to have a clear idea of the nature of the evidence sought, and of the reason why it should be in a particular place of deposit. This may involve points of political or institutional history, or of biography or genealogy.

Thus, for instance, the documents relating to the history of a particular country must be sought among those of the various kingdoms or empires of which it has at various times been a part as well as within its own borders. But it is futile to search in London for records of the local administration of Guienne except in so far as they concerned the central Government. Documents, again, have often been transported from one country to another when they have been necessary for the administration of conquered territory, and other documents kept in the same repository have been transferred with them by mistake. Thus it happens that certain of the records of Flanders are divided, on no clear principle, between Brussels and Lille. But in the main, official documents must be

sought either at the last resting-place of the institution which produced them, or in the hands of the body which succeeded to its functions. Thus, the records of the old Committee of the Council for Trade and Plantations are divided between the Colonial Office and the Board of Trade.

Similarly, the papers of a minister of state will be found either among those of his department or among his private papers. In the latter case the succession to his property must be examined. The papers may be with his descendants, or they may have passed by purchase or bequest to a particular library, or they may have been sold with some one of his houses. Even where no sale takes place a collection may be divided, as in the case of the Harley papers, part of which were carried by a marriage into the possession of the Marquis of Bath, while the rest are among the Portland MSS.

Despite the truth of this principle the chapter of accidents has to be reckoned with. Auction sales, autograph collectors, and museums which pursue the pestilent practice of picking out the plums of a collection, are the worst enemies of the searcher for material. So the net must be spread wide that good luck may supplement good management.

II. THE FORMATION OF COLLECTIONS.

(1) Plan and Arrangement.

In history, as in the more exact sciences, the first step is to commit the information obtained to writing, and to prepare a means by which it can be readily

found: the " Experientia litterata " and the " Tabulæ " of Bacon.* Human memory is unequal to the task. We must therefore make MS. collections, and index them in such a way as to be able to lay hands at any time on the evidence of any particular point.

When these collections consist of extracts from printed or MS. authorities, or of descriptions of monuments, or of disquisitions on points of special importance, it is well to have them in a form which permits them to be sent to the printer without recopying, and the rules as to size of paper, margin, and so forth, to be stated later, apply equally in this case. If this plan is followed, the sheets can be filed in any desired order, and put away in filing-covers, tied up with tape into flat bundles, or put in cardboard boxes properly labelled for reference. Smaller divisions can be indicated by slips of paper exceeding the normal length, or by the detachable " tabs " which most stationers can supply. This is, on the whole, more convenient than using notebooks, which must either be torn up or recopied.

References to be looked up or checked can be noted in a small memorandum book, if not too numerous. Another plan is to note them on small slips of paper, a sheaf of which can be conveniently carried about, each slip being torn up when done with, or put away in its proper place if wanted again.

The titles and names of books and documents used should be most carefully kept on cards or in a book, and the full details should always be noted, in case it should be necessary to print a reference or to include the title in a bibliography. It is particularly im

* " Novum Organum," Book 1, Aphs. 101 and 102.

portant in quoting documents to distinguish between those quoted from a printed or MS. copy and those of which you have examined the original. In all cases a sufficient indication should be given to enable another person to verify your reference for himself.

Dates should be checked at the earliest possible stage by the use of perpetual calendars and tables of eclipses, councils, regnal years, etc.

Materials may be arranged either chronologically, or by subject, or by the sources from which they are derived, and if the collection is large all these methods may have to be used. The exact plan must be fixed by the use which is to be made of them. It is wise to make quite certain what the plan is, and even to put it down on paper. Cross-divisions cannot be avoided altogether, and cross-references should therefore be noted in the proper places lest vital facts should be overlooked.

(2) Indexing.

In a large collection, systematic arrangement and occasional cross-references are not of themselves sufficient for control of the material in all its detail, and a certain amount of indexing is required. The collector, however, knows better than a stranger how to find his way about the collection, and can thus save himself some of the labour which the indexer of a printed book must take. But the same principles apply in both cases, and are therefore stated here. The application of them differs very widely, even in books. Thus, a printed collection, like Rymer's "Fœdera," requires the indexing of every personal or local name: in a simple narrative the number of

references to these may be smaller, but more care must be taken to index the events and subjects treated. The guiding purpose is to enable the reader to find whatever information he may be in search of. Assuming, then, that a printed book is being indexed:

(1) It is best to have only one index, of Persons, Places, and Subjects. It is usually easier to consult a single index than three separate indexes. But some classes of entries can, with some saving of labour, be grouped in sub-indexes, if it is made clear that this has been done. For example, in a work on art, a separate sub-index of names of pictures or artists may be more convenient to the reader than the inclusion of these names in the general index.

(2) The index should be strictly lexicographical in the order of the catchwords. When many entries occur under the same catchword they should be subdivided into groups, so that not more than about a dozen references need be looked up to find the passage sought. The main exception to this rule is the case in which there is no means of differentiating the references—*e.g.*, "Carlisle, Letters Patent dated at." In such a case, if the searcher has no other guide, there is no means of saving him labour.

(3) When the same catchword is used in more than one sense, it should be repeated each time the sense changes, and the senses should follow each other in a fixed order. Thus, places should come before persons, and persons before subjects. For instance, an entry under Lincoln might run as follows:

Lincoln, County of, 24, 56, 105.
Sheriff of, 27.
Lincoln (co. Lincoln), 45.
Burgesses of, 753.

Lincoln (Maine, U.S.), 15.
Lincoln, Bishop of. See Alnwick.
Lincoln, Earl of. See Clinton.
Lincoln, James, citizen of London, 34, 67.
John, 53.
" Lincoln Green," 578.

(4) All the references to the same person, place, or subject should be indexed under the same catch-word, with cross-references from the other forms in which they occur. The form to be chosen for the main entry should be, as a rule, that most likely to be familiar to the searcher. Where this is uncertain a definite rule should be adopted, exceptions to which should be sparingly allowed.

(5) Where the same reference constantly recurs, it is useless to record all the instances. It should be noted as "*Passim*," or "pp. 1 to 180, *passim*," as the case may demand.

(6) PLACES should be indexed under the form used in the Ordnance Map, or in a standard Gazetteer. A list of standard spellings is being published by the Royal Geographical Society, and should be followed when applicable. Where the identification is uncertain, the form in the text should be followed, with a cross-reference from the standard form of the name supposed to be meant. Where many forms are found in the text and identification is uncertain, the central form should be chosen on the usual principles of textual criticism. Place-names with descriptive prefixes such as "Great," "Little," "Long," or "Market" should be indexed under the name without cross-references from the prefixes.

(7) PERSONS should be indexed under their family names, if known, with cross-references from their

titles or descriptions. For periods in which family names have not begun to be used, it is best to index under the Christian name, avoiding such catchwords as "filius" or "Fitz," except in such cases as "Fitzgerald" or "Fitzalan," in which the patronymic has become a family name.

In such cases as "William, son of Thomas," or "John, son of William," it is better to index both Christian names if they occur at a date at which surnames are unusual. If they are rare cases occurring among a multitude of surnames it is enough to treat them as though they had been "Williamson" or "Thomson," and index them under "William, son of" and "Thomas, son of" respectively.

(8) Saints, Popes, Kings, Jews, and Welshmen may be regarded as having no surnames. When they have known surnames, cross-references from these should be given.

(9) Special difficulty is caused by such descriptive names as "John, son of William of London," "Giles, prestesservant of Holt," and trade names such as "baker" or "smith." Here, other references may supply the surname under which the entry should be made. If not, both Christian and place-name should be indexed—*e.g.*,

William, John son of, of London.
London, John son of William of.
Giles, priest's servant of Holt.
Holt, Giles prestesservant of.
William the smith.
Smith, William, etc.

(10) Where a person is mentioned simply as the holder of an office without reference to his individual character, the entry should be made under the office

only. Thus, a will proved before the Archbishop of Canterbury will be indexed as "Canterbury, archbishop of, Will proved before," and not under "Islip," supposing him to be the holder of the office and not to be specially named.

(11) SUBJECTS should not necessarily be indexed under the catchword suggested by the text. These are often not the first which would occur to a searcher. For example, it would be useless to index the "Ems telegram" under "telegram," while it might properly appear under "Franco-German War." The indexer must try to grasp the significance of the statements in the text, and to group them under general heads. A particular case, of which the details are known, can usually be found by a person- or place-reference. Allied subjects must be brought together by cross-references.

(12) CROSS-REFERENCES are of two kinds, simple or double. The former (See . . .) leads from a synonym or a subdivision to the main subject; the latter (See also . . .) links one subject to another which is distinct but allied.

(13) Cross-references, whether simple or double, should be used sparingly. For instance, it is not necessary to record every variant in spelling of a person- or place-name. Where two of these come next to each other in alphabetical arrangement, one can be omitted or the two combined in a single cross-reference. In the same way double cross-references of subjects should be limited to the cases which cannot be grouped as subdivisions of a main head, though closely connected with it.

The mechanical labour of indexing can be lightened by delegating some of the work to an intelligent

helper. The system to be followed is essentially the same in all cases, though the methods differ in detail with the size of the index and the tastes of the indexer.

The index should be begun as soon as the paging is settled, each sheet of a book being indexed before it is "passed for press." This permits corrections to be made where the index, as it often will, reveals mistakes or oversights.

The person responsible for the index should either prepare the MS. himself or mark on the printed sheet the words to which references are required. A general instruction can be given as to person- and place-names, but subjects must, at all events, be marked, and in cases where names occur in forms differing from those to be used as catchwords, the identifications must be written in the margin. In the same way, subjects, the catchwords for which do not appear in the text, must have them written in.

The entries must be made on slips, and the slips kept sorted, unless the index is so small as to be easily made in an alphabet-book, which it seldom is. If a typewriter is to be used, the entries should be made on long strips of paper marked at even distances, so that they can be cut up into slips of equal size. It is best to have these strips narrow, so that when they are cut up the entry is *across* the end of the finished slip. Such slips when made into bundles can more readily be examined than is possible if the entries run the long way of the paper.

Each word should be marked off as it is entered, and as each page is finished the sheets or slips should be glanced through to make sure that the page numbers are all the same, and that none have been omitted.

The slips should be sorted at frequent intervals, duplicate entries being transferred to the slips on which the first references were posted. Some people keep these waste slips for future use, in case a second edition of the book should be needed.

When the book is all indexed, the slips should be examined to see that they are in order. It is very easy to misplace a slip and thus to get duplicate series of entries. At the same time the larger heads can be gone through and repeats struck out in the subheads. The printer will usually omit them, but it is better not to leave it to him.

While the index is being made, the slips can be kept in order by having a box or trough with guide cards, like a card-index cabinet. Or they may simply be made up into medium-sized bundles fastened together by indiarubber bands, and these may be packed in order in a box of any kind.

The actual sorting may be simplified by having five boxes, side by side, each divided into five sections. This provides a compartment for every letter of the alphabet but Z, which is rare enough to be left outside. The hand soon gets an instinctive feeling of where to place each slip. Needless to say, the groups thus mechanically sorted must be checked through as they are put away, but the mistakes found will be few after the first.

Before sending slips to the printer it is well to number them with a numbering machine in order to avoid loss or confusion at the printer's.

III. BOOK PRODUCTION.

(1) Preparation of Manuscript.

Manuscript for the printer should be on one side of the paper only, so that it can be cut into sections for division between the compositors. The paper should be of the same size for convenience of handling and packing, and should be ruled to make it easier to calculate the number of words. It should not be larger than quarto, whether written or typed, since larger sheets are apt to curl up and will not stand upright in front of the compositor.

A margin of an inch should be left for corrections and headings.

MS. should be typed, or legibly, but not too legibly, written. A strikingly clear hand is a direct temptation to careless type-setting: and more than one author has found that his worst written MSS. were the best set up. But it is not right to set the printer too hard a task. If a page is much interlineated or corrected it ought to be rewritten.

If the MS. is written, footnotes can be put in at the bottom of the page without inconvenience. If the author types his own MS., he will possibly find it wise to copy the printer's device of letting the footnotes follow the passages to which they refer, indenting them a little to distinguish them from the text.

It is well to know how much space any part of a book will occupy in type. The printer will usually give a very accurate estimate or "cast," but a fair guess may be made, if the copy is typed, by counting the number of words to a line and of lines to a page, multiplying them together, and multiplying the result

by the number of pages. If the MS. is written and the paper not ruled, it is a good plan to count one page in every ten for lines and one line taken at random in each of the pages, and thus obtain averages for the number of words in a page. The approximate number of words should always be written on the outside sheet.

When the number of words is known it is easy to estimate the size of the book by taking a volume printed in the style preferred and finding out in the same way the average number of words to a page. The figures given in "Whitaker's Almanack" will show how much space will be gained or lost by using larger or smaller type. It should be remembered that blank spaces cost as much as letterpress.

It is a good plan to leave space in the MS. for any blocks which are to be printed with the letterpress. Blocks are charged for by the square inch, with a certain minimum. If the blocks have already been made, impressions of them can be taken in endorsing ink and pasted on the MS. in their proper places.

A good deal of trouble may be saved in writing by using the abbreviations commonly recognised in the printing trade: the compositor will in most cases have no trouble in interpreting them, or any special abbreviations of which he has due notice.

Certain points, such as Title Page, Chapter Headings and Headlines, Index, and Bibliography, cannot be completely settled in MS., but thought should be given to them, and as much as possible done before sending in the MS. For instance, the author should know how he intends to be described on the title-page, and should allow for the index in estimating the

size of the book. This will reduce the number of unpleasant surprises awaiting him at a later stage.

The sheets of the MS. should be numbered, pierced at one corner with a bodkin, and firmly fastened together with string or tape. If they escape from their envelope in the post, they will then be all found together and in order. They should be packed flat if possible; if not, folded once only, the long way of the paper, never rolled. A roll of papers not fastened together at the head is the despair of the publisher's reader, and he will certainly be correspondingly slow to read it, and prejudiced against its contents.

Manuscript, or proof which has taken a long time to correct, should always be sent by registered post. This is not necessary when there are few corrections, since the printer has a duplicate of the uncorrected proof.

A word must be added on the subject of Appendices. They are best avoided, but it often happens that a question arises which cannot be discussed in the text, or within the limits of a moderate footnote. In such a case a reference should be given in the body of the work to the appendix, and the appendix provided with a reference to the page of the text to which it relates. A special case is the Bibliography, which it is now usual to add to every serious work. This should be cut as short as possible, and limited to works frequently quoted. It should always mention the place and date of publication of the edition used, but the titles should be cut as short as can be without ambiguity. A mere parade of authorities is as wasteful as it is annoying to the reader.

(2) Proof-Correcting.

The MS. sent to the printer will usually return in what is called "slip-" or "galley-proof," arranged, that is, in columns but not in pages. All possible corrections should be made at this stage; since, after the slip is made up into pages and the "formes" locked up, it takes much more time to make any alteration. Indeed, the insertion of a line or two of additional matter may upset the paging of a whole sheet, or even of two or three. All corrections, not purely due to the compositor, are paid for by time, and add to the cost of production of the book. As the printer's reader is not always to be depended upon to see that the proof corresponds with the copy, it is best to distinguish "author's corrections" from "printer's errors" by using a different coloured ink for them. If the publisher afterwards makes an extra charge on the ground that the "author's corrections" exceed the usual allowance, this plan makes it easy to see what was their actual extent.

The accompanying example shows the usual marks made on the proof to indicate corrections. Be very careful that they are legible and not ambiguous. Note also that words in small capitals which are to have larger initial letters can be indicated by marking the initials with three lines as for capitals and the rest with two lines as for small capitals.

Remarks addressed to the printer and not intended to be printed should be enclosed in a ring. Insertions, indicated by a connecting line, should have the loop enclosing them left open at one end.

If you are in any doubt whether or not a correction

Page showing corrections.

Do not try to correct the faults of hurried making-ready by a weak impression, and by carrying an excess of ink to hide the weakness. Excess of ink fouls the rollers, clogs the type, and makes the printed work smear or set off. A good print cannot be had when the impression is so weak that the paper touches barely the ink on the types and is not pressed against the types. There must be force enough to transfer the ink not only on to the paper, but *into* the paper. A firm impression should be had, even if the paper be indented. The amount of impression required will largely depend on the making-ready. With careful making-ready, impression may be light; roughly and hurriedly done, it must be hard. Indentation is evidence of wear of type. The spring and resulting friction of an elastic impression surface is most felt where there is least resistance—at the upper and lower ends of lines of type, where they begin to round off. It follows that the saving of time that may be gained by hurried and rough making-ready must be offset by an increased wear of type. That impression is best for preventing wear of type which is confined to its surface and never laps over ~~over~~ its edges. But this perfect surface impression is possible only on a large forme with new type, sound, ~~soft~~ packing, and ample time for making ready. If types are worn, the indentation of the paper by impression cannot be entirely prevented. Good presswork does not depend entirely upon the press or machine, neither on the workman, nor on the materials. Nor will superiority in any ~~one~~ point compensate for deficiency in another: new type will suffer from a poor roller, and careful making-ready is thrown away if poor ink be used. It is necessary that all the materials shall be good, that they should be adapted to each other and fitly used. A good workman can do much with poor materials, but a neglect to comply with one condition often produces as bad a result as the neglect of all.

If the foregoing facts are carefully studied many difficulties will be overcome in obtaining really good work.

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trs. = transpose. *stet*, with dots under word, cancels correction.
l.c. = lower case—*i.e.*, small letter for capital.
The curly mark indicates a type upside-down.
δ = *dele*. # = a space. ∧ = *caret*, marks omissions.
Stops (points and colons) are ringed.

is intelligible, write the word in the margin as you intend it to be printed, mark it "To read——," and put a ring round the whole.

It is a good plan to have a specimen page set up before finally sending the book to press. General instructions can then be given as to spelling, capitals, and style of printing. The printer will usually be competent to carry these out, and much correction in slip will be saved.

If the corrections are very numerous, or much new matter is inserted, mark the proof "Revise," with the date and your initials, and send it back to the printer. If it is nearly right, go over it carefully to see that the Title-page, Contents, and Chapter-headings are provided, and arrange the Headlines. The most satisfactory plan for the latter is to have the title of the book as the headline of the left-hand page, and the title of the chapter or section, or an indication of the contents of the two pages on the right-hand.

If you wish to see the proof again, mark it "Revise in page." No important corrections should be made after this, particularly none that involve "overrunning"—*i.e.*, alteration of the page-divisions. If any matter has to be cut out, new matter of corresponding length must be inserted on the same page. When done with, the proof, whether in slip or page, should be marked "Press," with initials and date, and returned to the printer.

It is usual to send proofs in duplicate or triplicate, and it is almost always possible to have extra proofs sent to friends, who may have undertaken to read them and assist in correcting. In such cases there is usually one "marked proof," which has been care-

fully read and corrected by the printer's reader. It may also contain queries from the publisher. This should always be studied with attention and returned with corrections. If you wish to keep a note of the corrections you have made you should copy them on one of the duplicate proofs. The final proof, with your, and the publisher's, instruction "Press," is kept by the printer as his voucher in case any question should arise as to payment for corrections.

The queries on the "marked proof" may be either typographical—for instance, when a spelling is doubtful—or material. In a first-class printing and publishing business the proofs are often read by persons fully competent to understand and criticise the books they print. So you should not be surprised to find a query as to your meaning when you state a fact inconsistent with the usual informed opinion on the subject. But generally a query means that your words can be understood in more than one way, and that the printer wishes you to remove the ambiguity. On no account should such queries be left unanswered.

IV. A SHORT LIST OF BOOKS.

1. Printed Sources.

It is intended to include in this series a short guide to the bibliography of History, but it may not be amiss to give here the titles of a few books which the writer has found useful.

General Bibliographies.

Langlois (Charles V.): Manuel de Bibliographie historique. (1) Instruments bibliographiques. Paris, 1896.

Herre (Paul): Quellenkunde zur Weltgeschichte. Leipsic, 1910.

A very unequal book, but useful as attempting to cover the whole field.

Chevalier (Cyr Ulysse Joseph): Répertoire des Sources historiques du Moyen-Age. (i.) Bio-bibliographie; (ii.) Topo-bibliographie. Paris and Montbéliard, 1883-1907.

A vast and uncritical assemblage of references.

Potthast (August): Bibliotheca historica medii ævi. 2 vols. Berlin, 1896.

A guide to the great printed collections—alphabetical index of chronicles, etc., with particulars of publication—index of lives of saints. Indispensable.

Wolf (Gustav): Einführung in das Studium der neueren Geschichte. Berlin, 1910.

Very good on the difference in kind between mediæval and modern sources.

Much help may also be got from periodicals, which bring the ordinary reference books up to date—*e.g.:*

Historical Association: Annual Bulletin of Historical Literature. London, 1911-1922.

This Society also issues to its members useful bibliographies of particular subjects, mainly from a teacher's point of view.

English Historical Review. London, 1885-1922.

Jahresberichte der Geschichtswissenschaft. Berlin, 1878–1922.

Revue Historique. Paris, 1875–1922.

History. Quarterly Journal of the Historical Association. London, 1916–1922.

American Historical Review. New York, 1896–1922.

Notes and Queries. London, 1850–1922.

This is, of course, a mere lucky bag, but is often useful.

The bibliographies of the larger histories, such as the Cambridge Mediæval and Modern Histories, should also be consulted.

Particular Countries and Subjects.

Gross (Charles): The Sources and Literature of English History to about 1485. 2nd ed. London, 1915.

Monod (Gabriel): Bibliographie de l'Histoire de France; Catalogue jusqu'en 1789. Paris, 1888.

Molinier (Auguste): Les Sources de l'Histoire de France jusqu'en 1815. Paris, 1901.

Pirenne (Henri): Bibliographie de l'Histoire de Belgique jusqu'en 1830. 2nd ed. Brussels, 1902.

Dahlmann (Friedrich Christoph) and Waitz (Georg): Quellenkunde der deutschen Geschichte. 8th ed. Leipsic, 1912.

Local Societies.

Many valuable articles are hidden in the proceedings of local societies. The following guides are useful for the periods which they cover:

Gomme (Sir George Laurence): Index of Archæological Papers, 1665–1890. London, 1907.

Index (Annual) of Archæological Papers, 1891–1908. London, 1892–1912.

Lasteyrie (Robert de): Bibliographie générale des Travaux historiques et archéologiques publiées par les Sociétés savantes de la France, 1886–1904. 5 vols. Paris, 1898–1911.

General Bibliographies and Library Catalogues.

Sonnenschein (William Swan): The Best Books. 2nd ed. 1903.

A revised edition is in progress.

Fortescue (George Knottesford): Subject Index of Modern Works added to the British Museum. (Quinquennial volumes), 1880–1920. 10 vols. London, 1886–1922.

Wright (Charles Theodore Hagberg): Subject Index of the London Library. London, 1909.

Much help can also be got from the "Dictionary of National Biography," and from the various historical and biographical dictionaries, as well as from the "Encyclopædia Britannica" and the German "Conversations-Lexika."

2. Unprinted Sources.

Among the "Helps for Students of History" will be found several dealing with different branches of historical work as well as with the contents of libraries and archives. For these it is enough to refer to the advertisements on the covers of this pamphlet. We may add the article on "Records" in the "Encyclopædia Britannica" and the information contained in the annual volumes of "Minerva." See also—

Scargill-Bird (S. R.): Guide to the Principal Classes of Documents in the Public Record Office. 3rd ed. London, 1908.

A new edition is in preparation.

Livingstone (M.): A Guide to the Public Records of Scotland. London, 1905.

Wood (Herbert): Guide to the Records deposited in the Public Record Office of Ireland. Dublin, 1919.

Langlois (Charles V.) and Stein (Henri): Les Archives de l'Histoire de France. Paris, 1891.

Stein (Henri): Bibliographie générale des Cartulaires français ou relatifs à l'Histoire de France. Paris, 1907.

and the various guides to the sources of American history issued by the Carnegie Institution.

Chronology.

A set of "English Time Books" will form part of this series. Others are:

Grotefend (Hermann): Taschenbuch der Zeitrechnung des deutschen Mittelalters und der Neuzeit. Hanover, 1898.

Cappelli (A.): Cronologia e calendario perpetuo. Milan, 1906.

Bond (J. J.): Handy Book for verifying Dates. 4th ed. London, 1889.

and the larger works of Ideler, Grotefend, Mas-Latrie and the "Art de Verifier les Dates."

3. Book-Production and Indexing.

Brown (George E.): Indexing. A Handbook of Instruction. London, 1921.

Jacobi (Charles T.): Some Notes on Books and Printing. 3rd ed. London, 1903.

Collins (F. Howard): Authors' and Printers' Dictionary. 5th ed. London, 1921.

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BILLING AND SONS, LTD., GUILDFORD AND ESHER

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